

**General Services Administration
All Applicant Data Report**

Announcement Number: WPJ148DE08

Position Title: Building Manager

If you answered **Yes** then answer the following questions.

15.1. Describe your experience in communicating in writing including expressing ideas and facts to individuals or groups in positions higher than yours. Provide specific details regarding the subject matter of the communication and the target audience. Limit your response to 4,000 characters which is approximately one typewritten page in length.

Answer (0.00 points): Ability to communicate orally on behalf of the department to various audiences: The ability to speak on behalf of organization or various audiences to inform the clients, contractors or constituents about important issues relating to the facilities operations program, or safety concerns. And, the ability to communicate orally to the media, county board, or community members to minimize negative or harmful publicity for various departments, sections, or for the overall organization.

Resume

SHERRY L.WILKINS

(b) (6)

Education:

Marymount University - Arlington, Virginia

Masters in Business Management Minor: Project Management

(b) (6)

Marymount University- Arlington, Virginia

B.A. Liberal Studies

(b) (6)

WORK RELATED EXPERIENCE:

Arlington County Government Facilities & Design Project Manager

11/2004 4/2008

Reported to the assistant director, section division chiefs, or bureau chief of the various departments in Arlington County Government

Interacted with high level executive government personal, and exposure to sensitive information or documents

Developed project goals and work break down schedules for construction, facilities management planning, space planning, parking, security, clinical/lab management and property lease renewal process

Prepared capital improvement reports, project cost estimates, scope of work, and budget reports

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Provided daily oversight and inspected security contracts, parking, construction renovation and design projects, electrical, HVAC, fire installation, roofing installation, space utilization, clinical/lab or tenant commissioning for state occupancy

Coordinated special administrative projects, vendors , contracts, student interns, and special events that included catering, student internship, setting up large conferences, travel arrangements, and teleconferences

Maintained project reports in spreadsheets, reviewed blue prints/drawings or design guidelines, employee evaluation or training, and other duties assigned.

Trades Operation Supervisor II

Reported to section bureau chief and various executive staff of the Arlington County Government DES

Developed short and long term project goals for minor construction, facilities maintenance, custodial services, and the recycling program

Provided oversight for up to sixty-three facilities, six contract project managers, five support staff, and participated in three special committees

Monitored and inspected custodial services, landscaping, grounds maintenance, pest control, recycling, and bulk trash removal

Prepared weekly, monthly, and quarterly status reports for performance based contractors

Participated in bid process, recommendations for contract award, and selection process for evaluating open bids

Designed, implemented, and trained custodial/facilities inmate training for the Sheriff s Office.

Aramark Corporation- Marymount & G.W. University-Facilities Manager

2001 - 2004

Reported to facility coordinator and operations manager of the George Washington University FM section

Developed short term goals for minor maintenance and general services operations for six premium educational facilities

Maintained budget, cost estimates, projects scope of work, and employee payroll

Provided employee training in safety and security to improve the facilities guidelines

D.C. Housing Authority Police Department-Police Officer

1998 - 2001

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Served as public safety officer to address issues or concerns in D.C. housing public community

Maintained reports, issued citations, conducted criminal checks as well as conducted arrests

Responded to community meetings, legal disputes, or emergency situations

Maintained emergency equipment and used sound judgment and discretion

SKILLS:

Superior Leadership & Facilitation Skills

Excellent Communication and Written skills

Ability to Lead Groups & Teams

Proficient in Internet, Microsoft Word, Excel, MS Project and Power Point Presentation